

VA San Francisco, California

**SECTION 01 00 00
GENERAL REQUIREMENTS**

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SECTION 01 00 00
GENERAL REQUIREMENTS

1.1 GENERAL INTENTION

- A. The contractor shall furnish labor and materials needed to perform demolition, construction, and installation of all equipment for Project #662-13-008 "Renovate Radiology Patient Waiting Areas and Reception" on the second floor of Bldg. 200 located at the San Francisco Veterans Affairs Medical Center as required by drawings and specifications.
- C. Offices of K.F. Davis Engineering Inc., as Architect-Engineers, will render certain technical services during construction. Such services shall be considered as advisory to the Government and shall not be construed as expressing or implying a contractual act of the Government without affirmations by Contracting Officer or his duly authorized representative.
- D. Before placement and installation of work subject to tests by testing laboratory retained by Department of Veterans Affairs, the Contractor shall notify the COR Engineer in sufficient time to enable testing laboratory personnel to be present at the site in time for proper taking and testing of specimens and field inspection. Such prior notice shall be not less than three work days unless otherwise designated by the COR Engineer.
- E. All employees of general contractor and subcontractors shall comply with VA's security program and obtain a VA ID badge from VA police. See paragraph 1.35 below for ID badge process. Along with ID Badges all workers must be able to speak and understand English during construction. Construction areas as defined by the contract documents will be keyed to a construction core when Notice to Proceed is issued. Access to non-construction areas is limited to public areas only. Access needed outside of construction area (i.e., mechanical rooms) will be provided by COR or his/her representative upon written or verbal request.
- F. Prior to commencing work, general contractor shall provide proof that a OSHA certified "competent person" (CP) (29 CFR 1926.20(b)(2)) will maintain a presence at the work site whenever the general or subcontractors are present.

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G. Training:

1. Beginning July 31, 2005, all employees of general contractor or subcontractors shall have the 10-hour OSHA certified Construction Safety course and /or other relevant competency training, as determined by VA CP with input from the ICRA team.
2. In addition to the 10-hours OSHA training, VA will provide site-specific training as determined by VA Competent Person with input from the VA's Infection Control Risk Assessment team. Coordination of this required training will be accomplished through the COR or Project Engineer. This briefing shall include information on the construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, etc. All contractors, subcontractors, and vendors must receive this training in order to work at our facility. Failure to receive this training may cause debarment of contractor's staff until such training is accomplished.
3. Submit training records of all such employees for approval before the start of work.

H. Pre-Construction handout Dated August 2012

1. The contractor shall utilize this pre-construction packet as an orientation package to the SF VAMC facilities procedures and requirements for construction. This packet shall be reviewed by the contractor and utilized as tool to inform and educate their employees and their sub-contractors to the required procedures to be followed at the facility.

1.2 STATEMENT OF BID ITEM(S)

Scope of Work:

The contractor shall provide all labor, materials, tools, equipment, and supervision necessary to perform the requirements of "**Project #662-13-008, Renovate Radiology Patient Waiting Areas and Reception**". The Contractor shall provide all labor, materials, equipment and tools, specialty services (i.e. Industrial Hygienist & Asbestos abatement), and supervision to renovate the Radiology Reception area located on the second floor of Bldg. 200 at the San Francisco VA Medical Center (SFVAMC) in San Francisco, CA according to drawings and specifications. This work includes, but is not limited to the renovation of the main Radiology reception area, one men's and one women's public restroom, and a single staff restroom. The contractor must provide

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all demolition and construction services and all associated mechanical, electrical, plumbing, and other equipment and utility work as required by plans and specifications.

The Contractor must submit to the COR all materials, parts, and equipment for approval. Review for submittals and re-submittals will require at least two (2) weeks for review.

Asbestos abatement is part of this scope of work. Attached to this package is the Asbestos Containing Materials (ACM) survey for the Radiology reception and restroom areas. The contractor shall abate all areas where work will be performed under this project.

For all new data/telephone ports, all data cables shall be terminated at the data closet's (data closet location noted in the drawings) krone station blocks and at the station's jacks and faceplates. All telephone cables shall be punched down and terminated at the telephone closet noted in the drawings and at the station jack and faceplate. The contractor shall provide new krone termination stations and switch blocks or patch panels if there is insufficient capacity at the data closet and is to locate the new equipment in the data closet specified in the drawings. The contractor shall provide and install all data/telephone equipment and shall refer to the attached IRMS specs for details on the type of data and telephone cables, data and telephone jacks, faceplates, and patch panels that are to be used for this project. The contractor shall be responsible for all testing of the data and telephone cables and reports shall be submitted to the COR.

The contractor shall relocate existing PA speakers on the ceiling of the rooms within this project as necessary to avoid new lighting, sprinkler heads, fire strobes/detectors, and supply and return/exhaust diffusers and grills. The contractor shall provide all the necessary wiring, conduit, and bracing to make the relocation.

The contractor shall provide all labor, materials, equipment, and tools to relocate the medical gas area alarm panel located in the Radiology reception area. The contractor shall coordinate with the COR on the new location of the alarm panel. The contractor shall provide all the necessary wiring, conduit, and medical gas piping to make the relocation. The contractor shall also be responsible for the re-certification of the medical gas area alarm panel after it has been relocated.

The contractor shall provide all labor, equipment, and materials to install fully functional automatic door operators for the men's and women's restrooms. This includes providing all the necessary door hardware and power requirements.

The contractor shall install VA provided soap, toilet paper, paper towel, and toilet seat cover dispensers in each of the restrooms. The contractor shall remove the existing baby changing station in the women's restroom and re-install it after construction is complete. The contractor shall provide and install mirrors above each sink in each of the restrooms. See drawings for mirror dimensions.

The contractor shall be responsible for providing and installing all restroom fixtures (sinks, toilets, urinals, grab bars, etc.). For each water closet, the contractor shall provide a set of ADA grab bars.

The contractor shall refer to spec section 010000 – General Requirements for door lockset hardware.

The contractor shall be responsible for all floor prep work in preparation for the installation of the new flooring in all of the project areas.

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The contractor shall be responsible for providing and installing all HVAC controls. This includes but is not limited to the thermostat controls controlling the dual duct VAV units. The contractor shall perform a test and balance (TAB) on the HVAC and submit a completed report.

The contractor shall seal all penetrations made through this project. When the contractor removes existing mechanical ductwork and equipment that penetrate through walls and ceilings, the contractor shall seal and fire caulk all existing penetrations that are not to be used later on for this project.

The contractor shall put up a temporary construction barrier made of metal studs and sheetrock with a door, door frame, and a VA compatible lockset that shall remain during the duration of the project.

The contractor must submit a complete project schedule within two (2) weeks of Notice To Proceed (NTP). After hours and weekend work may be required for any utility shutdowns and for removal and installation of equipment and materials.

This project is to take no longer than 160 days from Notice to Proceed.

1.3 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. AFTER AWARD OF CONTRACT, 1 set of specifications and 2 sets of drawings will be furnished.
- B. Requests for additional sets of drawings will be made by the Contractor's at their own expense.

1.4 CONSTRUCTION SECURITY REQUIREMENTS

A. Security Plan:

- 1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
- 2. The General Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these regulations.

B. Security Procedures:

- 1. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
- 2. For working outside the "regular hours" as defined in the contract, The General Contractor shall give 3 days notice to the Contracting

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Officer so that security arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this section.

3. No photography of VA premises is allowed without written permission of the Contracting Officer.
4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.
5. Contractor shall adhere to all security standards regarding VA data. The C&A requirements do not apply, and a Security Accreditation Package is not required.

C. Guards: N/A

D. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the COR for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.

E. Generally, locking hardware used here must be Class 1 and ADA compliant. Where key locks are required, these locks must conform to the lock cylinders currently in use here; this means that the locks must accept our Best 7-pin interchangeable cores. The industry nomenclature for this would be:

"I/C small format 7 pin core".

1. Door locks used throughout this installation are of two types: cylindrical and mortise. Cylindrical locks are preferred because they cost less, break down less often, and require a simpler door preparation. In addition, they leave a stronger door after they have been installed.

2. Exit hardware used on this station must also accept the Best cylinders mentioned above. Additionally, it should be surface mounted, and not mortise style. Vertical locking rods, when used, must also be

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surface mounted. Internal rods are prone to breakage and require door removal to repair.

3. We have found some brands of locks, exit hardware and door closers have proven more trouble-free than others. Following is a list of acceptable locks and functions:

Office Lock: Schlage ND53BD-626-RHO.

Function: Lock is always open on inside, locked by button on inside.

Storeroom Lock: Schlage ND80BD-626-RHO.

Function: always locked on outside, always open inside, key retracts Bolt.

Privacy Lock: Schlage ND40BD-626-RHO.

Function: Bathroom lock. Button locks from inside, coin or screwdriver unlocks. It cannot be left unlocked upon leaving room.

Passage Set: Schlage ND10S-626-RHO.

Function: Passage. Two levers, always unlocked.

Classroom Lock: Schlage ND70BD-626-RHO

Function: always open inside, Key lock and unlock outside.

4. For exit hardware, Von Duprin 99 series, surface mounted. Generally, storeroom function preferred; when hardware needs to be left unlocked it can be dogged down.

5. Occasionally we install mechanical combination locks. They are:

Simplex Kaba lock, P/N# 1021B-26D-41. This number ensures that the lock will comply with our 7-pin small format Best cylinders.

6. If we must use mortise locks, we require the Schlage L-series with lever handles, in brushed chrome finish (626). I can supply part numbers and other information upon request.

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7. For door closers, I would recommend LCN heavy-duty.

F. Document Control:

1. Before starting any work, the General Contractor/Sub Contractors shall submit an electronic security memorandum describing the approach to following goals and maintaining confidentiality of "sensitive information".
2. The General Contractor is responsible for safekeeping of all drawings, project manual and other project information. This information shall be shared only with those with a specific need to accomplish the project.
3. Certain documents, sketches, videos or photographs and drawings may be marked "Law Enforcement Sensitive" or "Sensitive Unclassified". Secure such information in separate containers and limit the access to only those who will need it for the project. Return the information to the Contracting Officer upon request.
4. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
5. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
6. Notify Contracting Officer and Site Security Officer immediately when there is a loss or compromise of "sensitive information".
7. All electronic information shall be stored in specified location following VA standards and procedures using an Engineering Document Management Software (EDMS).
 - a. Security, access and maintenance of all project drawings, both scanned and electronic shall be performed and tracked through the EDMS system.
 - b. "Sensitive information" including drawings and other documents may be attached to e-mail provided all VA encryption procedures are followed.

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G. Motor Vehicle Restrictions

1. Vehicle authorization request shall be required for any vehicle entering the site and such request shall be submitted 24 hours before the date and time of access. Access shall be restricted to picking up and dropping off materials and supplies.
2. Separate permits shall be issued for General Contractor and its employees for parking in designated areas only.

H. PARKING:

1. Paid parking is required on all days of the week and for all shifts. A daily parking permit shall be obtained at one of the three paid parking machines located around the SF VAMC campus at the cost of \$1 per 24 hour period. The \$1 parking permit fee applies for trucks, vans, automobiles, motorcycles, motorized scooters or any other motorized vehicle using a single parking space. Employees parking in car/van pool or handicapped spaces must also pay the parking fee.
2. Parking passes must be purchased daily and will expire in 24 hours. There will be no refunds.
3. Parking is available on a first come/first serve basis. Payment of the parking permit fee does not guarantee that a parking space will be available.
4. Each vehicle parked in an employee parking lot must display a valid parking pass. Payment of the parking permit fee and display of the receipt on the front dashboard of the vehicle will validate parking for the 24 hour period. Vehicles parked in an employee lot without the tag visibly displayed or payment of the daily rate and display of the receipt will be subject to any of the following penalties: issuance of a U.S. Court Violation Notice, administrative action, or tow away. Parking in a designated patient, volunteer, GSA vehicle, or visitor lot parking space will also be subject to the above penalties.
5. Vehicles shall park in designated parking spaces only. Vehicles parked in locations other than designated parking spaces will be

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subject to issuance of a U.S. Court Violation Notice, administrative action, or vehicle tow away.

6. Motorcyclists must park in spaces designated for their use.

1.5 FIRE SAFETY

A. Applicable Publications: Publications listed below form part of this Article to extent referenced. Publications are referenced in text by basic designations only.

1. American Society for Testing and Materials (ASTM):

E84-2008.....Surface Burning Characteristics of Building
Materials

2. National Fire Protection Association (NFPA):

10-2006.....Standard for Portable Fire Extinguishers

30-2007.....Flammable and Combustible Liquids Code

51B-2003.....Standard for Fire Prevention During Welding,
Cutting and Other Hot Work

70-2007.....National Electrical Code

241-2004.....Standard for Safeguarding Construction,
Alteration, and Demolition Operations

3. Occupational Safety and Health Administration (OSHA):

29 CFR 1926.....Safety and Health Regulations for Construction

B. Fire Safety Plan: Establish and maintain a fire protection program in accordance with 29 CFR 1926. Prior to start of work, prepare a plan detailing project-specific fire safety measures, including periodic status reports, and submit to COR for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES Prior to any worker for the contractor or subcontractors beginning work, they shall undergo a safety briefing provided by the general contractor's competent person per OSHA requirements. This briefing shall include information on the construction limits, VAMC safety guidelines, means of egress, break

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areas, work hours, locations of restrooms, use of VAMC equipment, etc. Documentation shall be provided to the COR that individuals have undergone contractor's safety briefing.

- C. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.
- D. Separate temporary facilities, such as trailers, storage sheds, and dumpsters, from existing buildings and new construction by distances in accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet).
- E. Temporary Construction Partitions:
 - 1. Install and maintain temporary construction partitions to provide smoke-tight separations between construction areas the areas that are described in phasing requirements and adjoining areas. Construct partitions of gypsum board or treated plywood (flame spread rating of 25 or less in accordance with ASTM E84) on both sides of fire retardant treated wood or metal steel studs. Extend the partitions through suspended ceilings to floor slab deck or roof. Seal joints and penetrations. At door openings, install Class C, $\frac{3}{4}$ hour fire/smoke rated doors with self-closing devices.
 - 2. Install one-hour temporary construction partitions as shown on drawings to maintain integrity of existing exit stair enclosures, exit passageways, fire-rated enclosures of hazardous areas, horizontal exits, smoke barriers, vertical shafts and openings enclosures.
 - 3. Close openings in smoke barriers and fire-rated construction to maintain fire ratings. Seal penetrations with listed through-penetration firestop materials in accordance with Section 07 84 00, FIRESTOPPING.
- F. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.

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- G. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with COR.
- H. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to COR.
- I. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- J. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- K. Existing Fire Protection: Do not impair automatic sprinklers, smoke and heat detection, and fire alarm systems, except for portions immediately under construction, and temporarily for connections. Provide fire watch for impairments more than 4 hours in a 24-hour period. All existing or temporary fire protection systems (fire alarms, sprinklers) located in construction areas shall be tested as coordinated with the medical center. Parameters for the testing and results of any tests performed shall be recorded by the medical center and copies provided to the COR Engineer.
- L. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with COR.
- M. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with COR. Obtain permits from facility Safety through COR at least 24 hours in advance. Designate contractor's responsible project-site fire prevention program manager to permit hot work.
- N. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to COR.
- O. Smoking: Smoking is prohibited in and adjacent to construction areas inside existing buildings and additions under construction. In separate

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and detached buildings under construction, smoking is prohibited except in designated smoking rest areas.

- P. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily.
- Q. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.
- R. If required, submit documentation to the COR that personnel have been trained in the fire safety aspects of working in areas with impaired structural or compartmentalization features.
- S. Above Ceiling Permit: Contractors are restricted from working above ceiling without the required Above Ceiling Permit. This required when working above any ceilings in the Medical Center outside of contained construction areas.
- T. Temporary Electrical: Contractors are not allowed to use power supplied VA unless approved by COR. If approved, use and installations shall be in accordance with 29 CFR 1926, NFPA 241 and NFPA 70. At no time will VA approve temporary power connection from a critical electrical circuit.

1.6 OPERATIONS AND STORAGE AREAS

- A. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the COR. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.
- B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the COR and shall be built with labor and materials furnished by the Contractor without expense to the Government. The contractor should not assume that temporary buildings will be approved by the COR due to paucity of space at the San Francisco VA Medical Center. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work.

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With the written consent of the Contracting Officer, the buildings and utilities may be abandoned and need not be removed.

- C. The Contractor shall, under regulations prescribed by the COR, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.
- D. Working space and space available for storing materials shall be as shown on the drawings or as determined by the COR. No vehicle parking spaces may be utilized by the contractor for working space, office trailer space, lay down space, porta-a-potty location, debris box (dumpster) or storage space. The contractor should plan to deliver and store materials on the actual construction site, with very limited exceptions. Debris boxes (dumpsters) will only be allowed during demolition type activities where significant quantities of debris are generated, and not throughout the duration of the project except under very specific circumstances. The contractor shall coordinate the placement of the debris box with the COTR prior to the debris box delivery.
- E. Workmen are subject to rules of Medical Center applicable to their conduct. Execute work in such a manner as to interfere as little as possible with work being done by others. Keep roads clear of construction materials, debris, standing construction equipment and vehicles at all times.
- F. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly

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by patients or medical personnel, and Contractor's personnel, except as permitted by COR where required by limited working space.

1. Do not store materials and equipment in other than assigned areas.
 2. Schedule delivery of materials and equipment to immediate construction working areas within buildings in use by Department of Veterans Affairs in quantities sufficient for not more than four work days. Provide unobstructed access to Medical Center areas required to remain in operation.
 3. Where access by Medical Center personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.
- G. Construction Safety Rounds: VA will perform Construction Safety Rounds weekly. Contractor superintendent or Contractor's Competent Person will be present during these safety inspections. COR will identify the date and time of these weekly inspections.
- H. Phasing: To insure such executions, Contractor shall furnish the COR with a schedule of approximate phasing dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof. In addition, Contractor shall notify the COR two weeks in advance of the proposed date of starting work in each specific area of site, building or portion thereof. Arrange such phasing dates to insure accomplishment of this work in successive phases mutually agreeable to Medical Center Director, COR and Contractor.
- I. Building(s) No. 200 will be occupied during performance of work; but immediate areas of alterations will be vacated.
1. Contractor shall take all measures and provide all material necessary for protecting existing equipment and property in affected areas of construction against dust and debris, so that equipment and affected areas to be used in the Medical Centers operations will not be hindered. Contractor shall permit access to Department of Veterans Affairs personnel and patients through other construction areas which serve as routes of access to such affected areas and equipment. Coordinate alteration work in areas occupied by

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Department of Veterans Affairs so that Medical Center operations will continue during the construction period.

2. Immediate areas of alterations not mentioned in preceding Subparagraph 1 will be temporarily vacated while alterations are performed.

J. Construction Fence: Before construction operations begin, Contractor shall provide a chain link construction fence, 2.1m (seven feet) minimum height, around the construction area indicated on the drawings. Provide gates as required for access with necessary hardware, including hasps and padlocks. Fasten fence fabric to terminal posts with tension bands and to line posts and top and bottom rails with tie wires spaced at maximum 375mm (15 inches). Bottom of fences shall extend to 25mm (one inch) above grade. Remove the fence when directed by COR Engineer.

K. When a building is turned over to Contractor, Contractor shall accept entire responsibility therefore.

1. Contractor shall maintain a minimum temperature of 4 degrees C (40 degrees F) at all times, except as otherwise specified.
2. Contractor shall maintain in operating condition existing fire protection and alarm equipment. In connection with fire alarm equipment, Contractor shall make arrangements for pre-inspection of site with Fire Department or Company (Department of Veterans Affairs or municipal) whichever will be required to respond to an alarm from Contractor's employee or watchman.

L. Utilities Services: Maintain existing utility services for Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing water, steam, gases, sewer or air pipes, or conduits, wires, cables, etc. of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by COR.

1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be

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- interrupted without prior approval of COR. Electrical work shall be accomplished with all affected circuits or equipment de-energized. When an electrical outage cannot be accomplished, work on any energized circuits or equipment shall not commence without the Medical Center Director's prior knowledge and written approval. Refer to specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS, 27 05 11 REQUIREMENTS FOR COMMUNICATIONS INSTALLATIONS and 28 05 11, REQUIREMENTS FOR ELECTRONIC SAFETY AND SECURITY INSTALLATIONS for additional requirements.
2. Contractor shall submit a request to interrupt any such services to COR, in writing, 7 DAYS in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.
 3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of Medical Center. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours.
 4. Major interruptions of any system must be requested, in writing, at least 28 calendar days prior to the desired time and shall be performed as directed by the COR.
 5. In case of a contract construction emergency, service will be interrupted on approval of COR. Such approval will be confirmed in writing as soon as practical.
 6. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.
- M. Abandoned Lines: All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceilings,

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within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces.

N. To minimize interference of construction activities with flow of Medical Center traffic, comply with the following:

1. Keep roads, walks and entrances to grounds, to parking and to occupied areas of buildings clear of construction materials, debris and standing construction equipment and vehicles. Wherever excavation for new utility lines cross existing roads, at least one lane must be open to traffic at all times.

2. Method and scheduling of required cutting, altering and removal of existing roads, walks and entrances must be approved by the COR.

O. Coordinate the work for this contract with other construction operations as directed by Resident Engineer. This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.

P. CONTRACT WORK HOURS and FEDERAL HOLIDAYS:

(a). Standard daily contract work hours at the San Francisco VA Medical Center (SFVAMC) are from 7:30 AM to 7:00 PM, Pacific Standard Time (PST), Monday through Friday, with the exception of Federal Holidays. The contractor shall submit to the Contracting Officer (CO) for approval, in writing, a notice of its desire to work during any period/hours other than the standard. Notice shall include a detailed description of the type of work to be performed and its location. These "non-standard" hours are referred to as "WHEN Hours" (Weekend-Holiday-Evening-Night). The notice requesting work during WHEN hours shall be submitted not less than three (3) working days prior to each period of work scheduled at times other than normal duty hours to include Federal holidays. Contractors are reminded that patients are generally asleep after 10:00 PM EST.

Therefore, approval is subject to the availability of the project manager/COR, the type of work to be performed, the specific hours requested, and the anticipated noise level that will be generated by contractor activity. Under no circumstance will the contractor proceed without express written approval of the Contracting Officer. When weekend work is approved by the COR, work shall be limited to 8 am to 6 pm

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construction period weekends, any time out side of that window will be considered evening or night work and will require its own approval.

1. Work Phasing/Scheduling: Contractor shall work closely with the COR in developing a work schedule for contract performance.

Simultaneous or transitional work on/between multiple facilities may be required. Advance coordination by the contractor is critical and required. **Note**, Concurrent work performance is anticipated on all line items for this project.

2. The work to be performed on this project will include occupied areas, however arrangements may be made so that the particular area may be blocked off during performance of work if feasible. The contractor shall notify the COR of intent to start work in any specific assigned area. The contractor shall coordinate the work of all activities whereby both the Government and the contractor can continue operations with the least possible interference and inconvenience.

3. The contractor is required to have a minimum of crews for work covered by this contract, and provide additional crew(s) as the work justifies. Each crew shall be capable of operating simultaneously and independently of the other crew(s).

4. The following is a list of Federal Holidays observed by all Federal Installations:

New Year's Day, January 1

Martin Luther King, Jr, 3rd Monday in January

Washington's Birthday, 3rd Monday in February

Memorial Day, Last Monday in May

Independence Day, July 4

Labor Day, 1st Monday in September

Columbus Day, 2nd Monday in September

Veterans Day, November 11

Thanksgiving Day, 4th Thursday in November

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Christmas Day, December 25

NOTE: Any of the above holidays falling on a Saturday will be observed on the preceding Friday; holidays falling on a Sunday will be observed on the following Monday. Also included is any date specifically declared by the President of the United States of America as a National Holiday.

5. No deliveries of construction equipment, materials, HVAC equipment, dumpsters (or pick up of dumpsters), cranes, concrete trucks, etc. before 7:30 am on the weekdays and 8 am on the weekends. Exception will be for oversize loads that require delivery before a certain time due to permitting conditions, and shall require a minimum of 3 days notice to the COR prior to arrival at SF VAMC. No contractor vehicles, delivery vehicle, cranes, concrete trucks, hauling trucks, etc will be staged within 500 yards of the SF VAMC prior to driving onto SF VAMC grounds.

1.7 ALTERATIONS

A. Survey: Before any work is started, the Contractor shall make a thorough survey with the COR, of areas of buildings in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by both, to the Contracting Officer. This report shall list by rooms and spaces:

1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout building.
2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, venetian blinds, shades, etc., required by drawings to be either reused or relocated, or both.
3. Shall note any discrepancies between drawings and existing conditions at site.
4. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and COR.

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- B. Any items required by drawings to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of COR and/or Supply Representative to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by Government.
- C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and COR together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces as compared with conditions of same as noted in first condition survey report:
1. Re-survey report shall also list any damage caused by Contractor to such flooring and other surfaces, despite protection measures; and, will form basis for determining extent of repair work required of Contractor to restore damage caused by Contractor's workmen in executing work of this contract.
- D. Protection: Provide the following protective measures:
1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.
 2. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.
 3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.
- E. Construction Barriers:
1. Barrier must be erected as a complete continuous system. The system is to extend from the floor to above the ceiling to complete an actual airless barrier.

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F. Final Cleanup:

1. Upon completion of project, or as work progresses, remove all construction debris from above ceiling, vertical shafts and utility chases that have been part of the construction.

G. Disposal and Retention: Materials and equipment accruing from work removed and from demolition of buildings or structures, or parts thereof, shall be disposed of as follows:

1. Reserved items which are to remain property of the Government are identified by attached tags or noted on drawings or in specifications as items to be stored. Items which remain property of the Government shall be removed or dislodged from present locations in such a manner as to prevent damage which would be detrimental to re-installation and reuse. Store such items where directed by Resident Engineer.

2. Items not reserved shall become property of the Contractor and be removed by Contractor from Medical Center.

3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government. When rooms and spaces are vacated by the Department of Veterans Affairs during the alteration period, such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operation.

1.8 INFECTION PREVENTION MEASURES

A. Implement the requirements of VAMC's Infection Control Risk Assessment (ICRA) team. ICRA Group may monitor dust in the vicinity of the construction work and require the Contractor to take corrective action immediately if the safe levels are exceeded.

B. Establish and maintain a dust control program as part of the contractor's infection preventive measures in accordance with the guidelines provided by ICRA Group. Prior to start of work, prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to COR for review for compliance

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with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES.

1. All personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the medical center.

C. Medical center Infection Control personnel shall monitor for airborne disease (e.g. aspergillosis) as appropriate during construction. A baseline of conditions may be established by the medical center prior to the start of work and periodically during the construction stage to determine impact of construction activities on indoor air quality. In addition:

1. The COR and VAMC Infection Control personnel shall review pressure differential monitoring documentation to verify that pressure differentials in the construction zone and in the patient-care rooms are appropriate for their settings. The requirement for negative air pressure in the construction zone shall depend on the location and type of activity. Upon notification, the contractor shall implement corrective measures to restore proper pressure differentials as needed.
2. In case of any problem, the medical center, along with assistance from the contractor, shall conduct an environmental assessment to find and eliminate the source.

D. In general, following preventive measures shall be adopted during construction to keep down dust and prevent mold.

1. Dampen debris to keep down dust and provide temporary construction partitions in existing structures where directed by Resident Engineer. Blank off ducts and diffusers to prevent circulation of dust into occupied areas during construction.
2. Do not perform dust producing tasks within occupied areas without the approval of the Resident Engineer. For construction in any areas that will remain jointly occupied by the medical Center and Contractor's workers, the Contractor shall:

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- a. Provide dust proof one-hour fire-rated temporary drywall construction barriers to completely separate construction from the operational areas of the hospital in order to contain dirt debris and dust. Barriers shall be sealed and made presentable on hospital occupied side. Install a self-closing rated door in a metal frame, commensurate with the partition, to allow worker access. Maintain negative air at all times. A fire retardant polystyrene, 6-mil thick or greater plastic barrier meeting local fire codes may be used where dust control is the only hazard, and an agreement is reached with the Resident Engineer and Medical Center.
- b. HEPA filtration is required where the exhaust dust may reenter the breathing zone. Contractor shall verify that construction exhaust to exterior is not reintroduced to the medical center through intake vents, or building openings. Install HEPA (High Efficiency Particulate Accumulator) filter vacuum system rated at 95% capture of 0.3 microns including pollen, mold spores and dust particles. Insure continuous negative air pressures occurring within the work area. HEPA filters should have ASHRAE 85 or other prefilter to extend the useful life of the HEPA. Provide both primary and secondary filtrations units. Exhaust hoses shall be heavy duty, flexible steel reinforced and exhausted so that dust is not reintroduced to the medical center.
- c. Adhesive Walk-off/Carpet Walk-off Mats, minimum 600mm x 900mm (24" x 36"), shall be used at all interior transitions from the construction area to occupied medical center area. These mats shall be changed as often as required to maintain clean work areas directly outside construction area at all times.
- d. Vacuum and wet mop all transition areas from construction to the occupied medical center at the end of each workday. Vacuum shall utilize HEPA filtration. Maintain surrounding area frequently. Remove debris as they are created. Transport these outside the construction area in containers with tightly fitting lids.
- e. The contractor shall not haul debris through patient-care areas without prior approval of the Resident Engineer and the Medical

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Center. When, approved, debris shall be hauled in enclosed dust proof containers or wrapped in plastic and sealed with duct tape. No sharp objects should be allowed to cut through the plastic. Wipe down the exterior of the containers with a damp rag to remove dust. All equipment, tools, material, etc. transported through occupied areas shall be made free from dust and moisture by vacuuming and wipe down.

- f. Using a HEPA vacuum, clean inside the barrier and vacuum ceiling tile prior to replacement. Any ceiling access panels opened for investigation beyond sealed areas shall be sealed immediately when unattended.
- g. There shall be no standing water during construction. This includes water in equipment drip pans and open containers within the construction areas. All accidental spills must be cleaned up and dried within 12 hours. Remove and dispose of porous materials that remain damp for more than 72 hours.
- h. At completion, remove construction barriers and ceiling protection carefully, outside of normal work hours. Vacuum and clean all surfaces free of dust after the removal.

E. Final Cleanup:

- 1. Upon completion of project, or as work progresses, remove all construction debris from above ceiling, vertical shafts and utility chases that have been part of the construction.
- 2. Perform HEPA vacuum cleaning of all surfaces in the construction area. This includes walls, ceilings, cabinets, furniture (built-in or free standing), partitions, flooring, etc.
- 3. All new air ducts shall be cleaned prior to final inspection.

1.9 DISPOSAL AND RETENTION

- A. Materials and equipment accruing from work removed and from demolition of buildings or structures, or parts thereof, shall be disposed of as follows:

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1. Reserved items which are to remain property of the Government are identified by attached tags or noted on drawings or in specifications as items to be stored. Items that remain property of the Government shall be removed or dislodged from present locations in such a manner as to prevent damage which would be detrimental to re-installation and reuse. Store such items where directed by COR.
2. Items not reserved shall become property of the Contractor and be removed by Contractor from the Medical Center.
3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government. When rooms and spaces are vacated by the Department of Veterans Affairs during the alteration period, such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operation.

1.10 PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS

- A. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the COR.
- B. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the COR may

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have the necessary work performed and charge the cost to the Contractor.

- C. For additional requirements on protecting vegetation, soils and the environment. Refer to Articles, "Alterations", "Restoration", and "Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.

1.11 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the Resident Engineer. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COR before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.
- B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are indicated on drawings and which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems not shown on drawings or locations of which are unknown will be covered by adjustment to contract time and price.

1.12 PHYSICAL DATA

- A. Data and information furnished or referred to below is for the Contractor's information. The Government shall not be responsible for

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any interpretation of or conclusion drawn from the data or information by the Contractor.

1. The indications of physical conditions on the drawings and in the specifications are the result of site investigations by the contractor's chosen A/E firm.

B. Government does not guarantee that other materials will not be encountered nor that proportions, conditions or character of several materials will not vary from those indicated by explorations. Bidders are expected to examine site of work and logs of borings; and, after investigation, decide for themselves character of materials and make their bids accordingly. Upon proper application to Department of Veterans Affairs, bidders will be permitted to make subsurface explorations of their own at site.

1.13 PROFESSIONAL SURVEYING SERVICES - N/A

1.14 LAYOUT OF WORK - N/A

1.15 AS-BUILT DRAWINGS

A. The contractor shall maintain two full size sets of as-built drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications.

B. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the COR'S review, as often as requested.

C. Contractor shall deliver two approved completed sets of as-built drawings to the COR within 15 calendar days after each completed phase and after the acceptance of the project by the COR.

D. Paragraphs A, B, & C shall also apply to all shop drawings.

1.16 USE OF ROADWAYS

A. For hauling, use only established public roads and roads on Medical Center property and, when authorized by the COR, such temporary roads which are necessary in the performance of contract work. Temporary roads shall be constructed by the Contractor at Contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.

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- B. When new permanent roads are to be a part of this contract, Contractor may construct them immediately for use to facilitate building operations. These roads may be used by all who have business thereon within zone of building operations.
- C. When certain buildings (or parts of certain buildings) are required to be completed in advance of general date of completion, all roads leading thereto must be completed and available for use at time set for completion of such buildings or parts thereof.

1.17 PRECONSTRUCTION RISK ASSESSMENT

- A. For every construction project, the Contractor and the COR are required to perform a Pre-Construction Risk Assessment (PCRA). The contractor must submit the PCRA within 15 days from issuance of the Notice to Proceed.

1.18 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT

- A. Use of new installed mechanical and electrical equipment to provide heat, ventilation, plumbing, light and power will be permitted subject to compliance with the following provisions:
 - 1. Permission to use each unit or system must be given by COR. If the equipment is not installed and maintained in accordance with the following provisions, the COR will withdraw permission for use of the equipment.
 - 2. Electrical installations used by the equipment shall be completed in accordance with the drawings and specifications to prevent damage to the equipment and the electrical systems, i.e. transformers, relays, circuit breakers, fuses, conductors, motor controllers and their overload elements shall be properly sized, coordinated and adjusted. Voltage supplied to each item of equipment shall be verified to be correct and it shall be determined that motors are not overloaded. The electrical equipment shall be thoroughly cleaned before using it and again immediately before final inspection including vacuum cleaning and wiping clean interior and exterior surfaces.
 - 3. Units shall be properly lubricated, balanced, and aligned. Vibrations must be eliminated.

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4. Automatic temperature control systems for preheat coils shall function properly and all safety controls shall function to prevent coil freeze-up damage.
 5. The air filtering system utilized shall be that which is designed for the system when complete, and all filter elements shall be replaced at completion of construction and prior to testing and balancing of system.
 6. All components of heat production and distribution system, metering equipment, condensate returns, and other auxiliary facilities used in temporary service shall be cleaned prior to use; maintained to prevent corrosion internally and externally during use; and cleaned, maintained and inspected prior to acceptance by the Government. Boilers, pumps, feedwater heaters and auxiliary equipment must be operated as a complete system and be fully maintained by operating personnel. Boiler water must be given complete and continuous chemical treatment.
- B. Prior to final inspection, the equipment or parts used which show wear and tear beyond normal, shall be replaced with identical replacements, at no additional cost to the Government.
- C. This paragraph shall not reduce the requirements of the mechanical and electrical specifications sections.

1.19 TEMPORARY USE OF EXISTING ELEVATORS

- A. Use of existing elevators for handling building materials and Contractor's personnel will be permitted subject to following provisions:
1. Contractor makes all arrangements with the COR for use of elevators. The COR will ascertain that elevators are in proper condition.
 2. Place elevator in condition equal, less normal wear, to that existing at time it was placed in service of Contractor as approved by Contracting Officer.

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1.20 TEMPORARY USE OF NEW ELEVATORS - N/A

1.21 TEMPORARY TOILETS

- A. Provide where directed, (for use of all Contractor's workmen) ample temporary sanitary toilet accommodations with suitable sewer and water connections; or, when approved by COR, provide suitable dry closets where directed. Keep such places clean and free from flies, and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.
- B. Contractor may have for use of Contractor's workmen, such toilet accommodations as may be assigned to Contractor by Medical Center or COR. Contractor shall keep such places clean and be responsible for any damage done thereto by Contractor's workmen. Failure to maintain satisfactory condition in toilets will deprive Contractor of the privilege to use such toilets.

1.22 AVAILABILITY AND USE OF UTILITY SERVICES

- A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. The amount to be paid by the Contractor for chargeable electrical services shall be the prevailing rates charged to the Government. The Contractor shall carefully conserve any utilities furnished without charge.
- B. The Contractor, at Contractor's expense and in a workmanlike manner satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used for the purpose of determining charges. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia.
- C. Contractor shall install meters at Contractor's expense and furnish the Medical Center a monthly record of the Contractor's usage of electricity as hereinafter specified.
- D. Heat: Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or any temporary heating devices which may be fire hazards or may smoke and

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damage finished work, will not be permitted. Maintain minimum temperatures as specified for various materials:

1. Obtain heat by connecting to Medical Center heating distribution system.

- a. Steam is available at no cost to Contractor.

E. Electricity (for Construction and Testing): Furnish all temporary electric services.

1. Obtain electricity by connecting to the Medical Center electrical distribution system. The Contractor shall meter and pay for electricity required for electric cranes and hoisting devices, electrical welding devices and any electrical heating devices providing temporary heat. Electricity for all other uses is available at no cost to the Contractor.

F. Water (for Construction and Testing): Furnish temporary water service.

1. Obtain water by connecting to the Medical Center water distribution system. Provide reduced pressure backflow preventer at each connection. Water is available at no cost to the Contractor.
2. Maintain connections, pipe, fittings and fixtures and conserve water-use so none is wasted. Failure to stop leakage or other wastes will be cause for revocation (at COR's discretion) of use of water from Medical Center's system.

G. Steam: Furnish steam system for testing required in various sections of specifications.

1. Obtain steam for testing by connecting to the Medical Center steam distribution system. Steam is available at no cost to the Contractor.
2. Maintain connections, pipe, fittings and fixtures and conserve steam-use so none is wasted. Failure to stop leakage or other waste will be cause for revocation (at COR's discretion), of use of steam from the Medical Center's system.

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1.23 NEW TELEPHONE EQUIPMENT - N/A

1.24 TESTS

- A. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.
- B. Conduct final tests required in various sections of specifications in presence of an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.
- C. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire complex which must be coordinated to work together during normal operation to produce results for which the system is designed. For example, air conditioning supply air is only one part of entire system which provides comfort conditions for a building. Other related components are return air, exhaust air, steam, chilled water, refrigerant, hot water, controls and electricity, etc. Another example of a complex which involves several components of different disciplines is a boiler installation. Efficient and acceptable boiler operation depends upon the coordination and proper operation of fuel, combustion air, controls, steam, feedwater, condensate and other related components.
- D. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonably short period of time during which operating and environmental conditions remain reasonably constant.
- E. Individual test result of any component, where required, will only be accepted when submitted with the test results of related components and of the entire system.

1.25 INSTRUCTIONS

- A. Contractor shall furnish Maintenance and Operating manuals and verbal instructions when required by the various sections of the specifications and as hereinafter specified.

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- B. Manuals: Maintenance and operating manuals (four copies each) for each separate piece of equipment shall be delivered to the COR coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.
- C. Instructions: Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed instructions to assigned Department of Veterans Affairs personnel in the operation and complete maintenance for each piece of equipment. All such training will be at the job site. These requirements are more specifically detailed in the various technical sections. Instructions for different items of equipment that are component parts of a complete system, shall be given in an integrated, progressive manner. All instructors for every piece of component equipment in a system shall be available until instructions for all items included in the system have been completed. This is to assure proper instruction in the operation of inter-related systems. All instruction periods shall be at such times as scheduled by the COR and shall be considered concluded only when the COR is satisfied in regard to complete and thorough coverage. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the COR, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

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1.26 GOVERNMENT-FURNISHED PROPERTY - N/A**1.27 RELOCATED EQUIPMENT OR ITEMS**

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items indicated by symbol "R" or otherwise shown to be relocated by the Contractor.
- B. Perform relocation of such equipment or items at such times and in such a manner as directed by the COR.
- C. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum and/or electrical, whenever such lines are disconnected from equipment to be relocated. Remove abandoned lines in finished areas and cap as specified herein before under paragraph "Abandoned Lines".
- D. Provide all mechanical and electrical service connections, fittings, fastenings and any other materials necessary for assembly and installation of relocated equipment; and leave such equipment in proper operating condition.
- E. Contractor shall employ services of an installation engineer, who is an authorized representative of the manufacturer of this equipment to supervise assembly and installation of existing equipment, required to be relocated.
- F. All service lines such as noted above for relocated equipment shall be in place at point of relocation ready for use before any existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation.

1.28 CONSTRUCTION SIGN

- A. Provide two (2) construction signs at each entrance to the construction area. Signs shall be constructed of a durable material, 12 inches high and 30 inches wide with yellow background and blue Helvetica lettering 2 inches high. Letter as shown in the following:

- 1. **DANGER - KEEP OUT**
CONSTRUCTION AREA
AUTHORIZED PERSONNEL ONLY
- 2. **PLEASE EXCUSE THE INCONVENIENCE**

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WE ARE WORKING TO IMPROVE YOUR FACILITY

B. Maintain signs and remove when directed by the COR.

1.29 SAFETY SIGN

- A. Prior to commencing work, General Contractor shall provide proof that an OSHA certified "competent person" (CP) (29 CFR 1926.20 (b) (2)) will maintain a presence at the work site whenever the general or subcontractors are present.
- B. All contracted employees must be able to speak and understand English. Contracted employees must be legally employed in the United States of America.
- C. All employees of general contractor or subcontractors shall have the 10-hour or 30-hour OSHA certified Construction Safety course and/or other relevant competency training. Copies of training records shall be submitted before start of work.
- D. Provide Safety Signs per OSHA requirements and as directed by the Contracting Officer's Technical Representative. All safety signs shall be commercially produced.

1.31 CONSTRUCTION DIGITAL IMAGES - N/A

1.32 FINAL ELEVATION DIGITAL IMAGES - N/A

1.33 HISTORIC PRESERVATION

- A. Where the Contractor or any of the Contractor's employees, prior to, or during the construction work, are advised of or discover any possible archeological, historical and/or cultural resources, the Contractor shall immediately notify the COR verbally, and then with a written follow up.

1.34 PARKING

- A. There will be no parking space on site available to the contractor for staging, storage container, debris box, or any motor vehicle.

1.35 I.D. BADGES

- A. All workers are required to obtain a time-limited I. D. badge from the VA Police Service located on the ground floor of Building 203. This badge must be worn at all times when workers are on site.

1.36 RADIOLOGY AND BIO SAFETY

- A. Will be provided by the VA before work or surveying begins.

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1.37 CONSTRUCTION SCHEDULE

- A. The Contractor shall develop a Construction Schedule demonstrating fulfillment of contract requirements, shall keep the schedule up-to-date as required in this Article, and shall utilize the schedule for coordinating and monitoring work under the Contract (including activities of subcontractors, vendors, and suppliers). The schedule shall be prepared in the format of a Gantt or Bar Chart, utilizing Microsoft Project or similar computer application, subject to approval by the COR.
- B. Within 10 calendar days after receipt of Notice to Proceed, the Contractor shall submit a complete Construction Schedule for review by the Contracting Officer under provisions of Section 01340, SAMPLES AND SHOP DRAWINGS. Submit three copies on sheets of paper 750 mm by 1050 mm (30 by 42 inches). Within 10 calendar days of receipt of the Construction Schedule, the Contracting Officer or his representative will return the submittal with any comments or objections, and if appropriate, schedule a meeting with the Contractor for joint review, correction, or adjustment of the schedule. Within 14 calendar days after the later of the return of the submittal or the joint review meeting, the Contractor shall revise and submit three copies of the revised schedule for the Contracting Officer's approval.
- C. The Construction Schedule shall show construction activities in sufficient detail to monitor work progress, to support application and certificates for payment, and to coordinate submittal review, inspection, and other activities of the Resident Engineer and his consultants. As a minimum, it will contain the level of detail shown in the Sample Construction Schedule Drawing CS-1, which is a sample only, derived from a different project and not to be used as is for this project. Activities shall be identified by trade and nature of task, and shall show durations for the activity from allowable early-start and late-start to early-finish and late-finish, with graphic distinctions between these durations made by color or pattern.
- D. The Contractor shall update the Construction Schedule on a monthly basis, and shall submit an updated schedule with each payment request. Monthly job progress meetings shall be held on dates mutually agreed to

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by the Contracting Officer, or his representative, and the Contractor. An updated schedule shall be furnished by the Contractor to the VA at least three working days prior to the meeting. At the meeting, job progress will be reviewed to verify: actual start or finish dates for activities completed or in progress; remaining duration required to complete activities in progress or scheduled to start; and percentage complete for activities in progress. Any changes required to the schedule due to discrepancies between actual job progress and the schedule shall be reported by the Contractor, reviewed, and submitted for approval to the Contracting Officer. Any corrective actions in terms of increased manpower, shift hours, work days, or other measures necessary to maintain phasing or contract completion dates shall be reported by the Contractor, reviewed, and included in proposed schedule changes.

- E. Contractor shall install and post the construction signs at the entrance to the construction area. Sign shall include the Contractor name, telephone number.

1.38 DAILY LOGS

- A. Permit and Daily Construction check list
- B. Workers present and work taking place during day at project.
- C. Egress Routes for Construction Workers should be inspected daily.
- D. Report findings and corrective actions weekly to the COR.

1.39 TB TESTING REQUIREMENTS

- A. The contractor shall be responsible for providing written documentation that all of his employees and subcontractor employees that will be working within the identified areas of the Medical Center have a PPD tuberculin skin test (TST Testing) for the purpose of Tuberculosis screening within the last 12 months prior to starting work at the San Francisco VA Medical Center. The contractor shall insure that those individuals keep current annual test results throughout the duration of the project. The contractor is responsible to insure these documents are kept current and are readily available for review upon request. The Contractor shall provide this written document to the Contracting officer (CO) or Contracting Officer's Representative (COR) naming their

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employees or subcontractor employees, the date they were tested and the PPD Skin Test results. Documentation of where the test was performed is also required. If the employee has never had a PPD Skin Test then a two-step skin test or an FDA approved Quantiferon blood test is required.

- B. If the employee or the subcontractor employee test results are positive or their PPD Skin Test has been found to be positive in the past, the contractor is required to also state in writing if the employee was treated for latent Tuberculosis with INH. If the employee is a new PPD Skin Test Converter, a Chest X-Ray is required with proper documented results. The identified areas at the San Francisco VAMC that require these documented tests and results as part of the contract are:

Buildings 1 (Ground Floor only), Buildings 8, 200, 203, and 208.

1.40 CONSTRUCTION AND DEMOLITION DEBRIS MANAGEMENT

This project requires compliance with the City of San Francisco's Ordinance # 27-06 for managing construction and demolition debris, where at least 65% can be reused/recycled and diverted away from the landfill. Compliance with this City Ordinance can be accomplished through using a registered transporter and registered facility for managing the construction/demolition debris. For more information, check out the following websites listed below:

Link to General website:

http://www.sfenvironment.org/our_programs/interests.html?ssi=3&ti=5&ii=125

The link to the City Ordinance:

<http://www.sfenvironment.org/downloads/library/ondemolitionordinancefinal.pdf>

Link to "registered transporter":

http://www.sfenvironment.org/downloads/library/cd_registered_transporters_102008.pdf

Link to "registered facility":

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<http://www.sfenvironment.org/downloads/library/registeredfacilities052108.pdf>

1.41 SEASONAL INFLUENZA VACCINATION

Seasonal influenza vaccination is the single best way to prevent the spread of influenza in healthcare settings. It is the policy of this Medical Center that any contractor working in buildings 8, 203, 208, 200 (defined as patient care areas) must show evidence of receiving a flu shot during the flu season or wear an ordinary loop mask while working within 6 feet of the breathing zone of any patient. The contractor will be responsible for insuring its employees have had these vaccinations while performing work between in p[atient care define areas between the dates of November 1st to March 31st. Flu vaccination can be done at an outside provider or in the VASF Occupational Health at no charge. Proof of vaccination must be shown to the Project Engineer prior to start of work using the self-certification form for each employee that will working in the defined patient care area at the SF VAMC during the defined timeline.

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